



Coimisiún
na Meán

Executive Officer, Governance

Executive Officer Grade
Corporate Services

Applicant Information Pack



September 2025

Dear Applicant

Thank you for your interest in the role of Executive Officer, Governance.

Working at Coimisiún na Meán, you will help create a thriving, diverse, creative, safe and trusted media landscape, that works for people in Ireland and across the EU.

You will help us regulate, support and develop the media landscape. You will help to uphold everyone's fundamental rights and ensure that we continue to live in an open democratic society.

Our organisation is growing rapidly. We grew from 40 people to 200 in our first two years. We are now looking to grow to over 300. Our people come from a wide range of backgrounds: the online and media sectors, civil society, public service, academia and the legal profession. We are proud of the opportunities we give for professional growth. We are committed to having a workforce that reflects the diversity of the society that we serve.

We are delighted to be recruiting for Executive Officer, Governance. This role will contribute to delivering the strategy that we adopted earlier this year. It will contribute to our goal[s] of ensuring that the media landscape:

- upholds the rights, wellbeing and development of children
- supports democracy and democratic values
- is one that consumers can trust so that they are protected from exploitation and fraud
- reflects and shapes Irish culture and who we are as a society
- promotes the values of justice, equality, diversity and inclusion
- strengthens public health and safety

If you believe this opportunity aligns with your skills and offers a chance to grow professionally, we'd be excited to hear from you and encourage you to apply.

Yours sincerely
Jeremy Godfrey, Executive Chairperson



Left to Right: Rónán Ó Domhnaill, Niamh Hodnett, Jeremy Godfrey, Aoife MacEvilly, John Evans

Our Vision and Mission

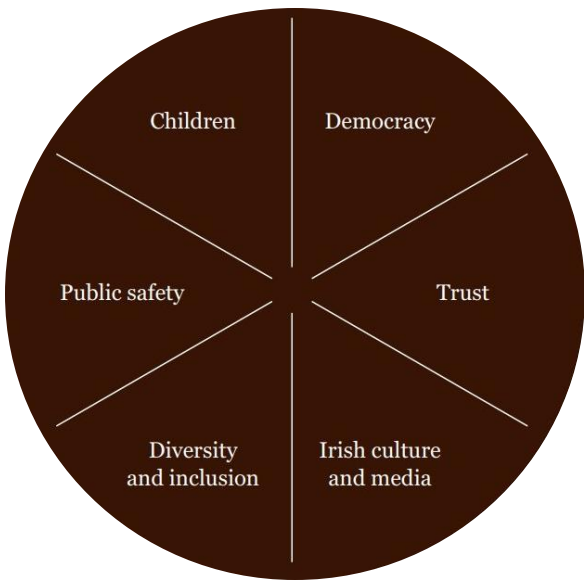


Our vision is for a thriving, diverse, creative, safe and trusted media landscape.



We regulate, support and develop a media landscape that underpins fundamental rights and fosters an open, democratic and pluralistic society.

Our Strategic Outcome Areas



Our Values



About This Role

Role Purpose

The Executive Officer (EO) will play a key role in supporting the Governance function within An Coimisiún, contributing to the effective delivery of a wide range of corporate governance responsibilities. These include areas such as Internal Audit, Risk Management, Compliance, Ethics, Freedom of Information, and statutory obligations under public sector frameworks. The EO will support the development, coordination, and implementation of governance policies, processes, and projects, helping to ensure that An Coimisiún meets its statutory and regulatory obligations as a public body.

About the Team/Division

Governance is one of five teams that make up Coimisiún na Meán's Corporate Services Division, along with People & Organisational Development, International Affairs, Finance & Procurement and the Commission Secretariat. Under the leadership of the Chief Operating Officer and Director of Commission Secretariat, the Governance Team comprises a Head of Governance and FOI (AP), a Head of Governance & Risk (AP) and two Governance managers.



Coimisiún
na Meán

Key Responsibilities

- Support the Governance function in continued development of a robust governance framework in line with the Code of Practice for the Governance of State Bodies.
- Support the administration of the Freedom of Information (FOI) process, including drafting documentation, scheduling records, and preparing/redacting records for each FOI request.
- Monitor the Governance mailbox and maintain up-to-date trackers.
- Coordinate meeting agendas and take accurate minutes for Governance team meetings and other relevant policy area meetings.
- Maintain accurate records of team budgets, purchase order (PO) numbers, contracts, and associated renewal, expiry, and reporting dates.
- Assist in the planning and delivery of staff training events, Audit and Risk Committee meetings, and other governance-related events and meetings.
- Support the implementation and evaluation of risk management policies and systems to ensure robust risk governance within An Coimisiún.
- Assist the Governance Manager in the development and monitoring of a Compliance Management System for An Coimisiún.
- Develop and support internal communication channels for the Governance team, such as the intranet, newsletters, and other staff updates.

The above is intended as a guide to the general range of duties and is intended to be neither definitive nor restrictive and is subject to review.



About You

Experience, Skills, Knowledge & Qualifications

Essential Criteria

- Knowledge of governance and compliance frameworks such as the Code of Practice for the Governance of State Bodies (or equivalent sectoral frameworks)
- Knowledge of risk management and/or internal audit processes.
- Proven efficient and methodical work methods with the ability to deploy critical thinking skills and analyse complex information
- Proven track record of supporting cross-organisational policy development and implementation
- Proven track record of supporting cross-organisational workflows on projects or processes involving multiple internal stakeholders
- Proven ability to handle multiple tasks in a fast-paced environment
- Excellent communication skills, both verbal and written but with particular emphasis on written communication and an ability to convey information clearly and concisely.

Desirable Criteria

- Holds or is currently working towards a qualification in a relevant discipline such as Business Studies or a related field.
- Experience of working within governance and compliance frameworks such as the Code of Practice for the Governance of State Bodies (or equivalent sectoral frameworks)
- Experience in identifying and analysing legislative or compliance requirements as relevant to the role and applying to internal policy development
- Knowledge and experience of Freedom of Information
- Knowledge and experience of legislative requirements under the IHREC public sector duty, Climate Action, Protected Disclosures
- Fluency in the Irish Language (written and verbal).



Key Information

Benefits, Package & Pay

- This position is offered on a Permanent basis.
- Full time, 35 hrs per week
- Annual Leave: 23 days per annum
- The role will be a hybrid role combining home and office working. Our current hybrid policy is 2 days in the office.
- Our office is located at One Shelbourne Buildings, Shelbourne Road, Dublin 4, D04 NP20.
- For a full list of benefits see our website [here](#)
- This position is graded at the Executive Officer [scale](#).
- Successful candidates will be appointed on the first point of the scale.

Application Process

If you are interested in applying for this position, please submit:

- A CV (max 2 pages) and a Cover letter/personal statement (max 1 page) outlining why you believe your skills, experience and values meet the requirements of the position **via** [HERE](#)
- Appointment to this role is subject to the candidate's eligibility to work in Ireland. All positions require candidates to live in the Republic of Ireland or Northern Ireland.
- Candidates who engage in canvassing will be disqualified and excluded from the process

For queries related to the application or selection process related to this role, please contact cnam@sigmar.ie

Competencies

Please see the competencies below that will be assessed at interview stage for this competition.

People Management

Analysis and decision making

Delivery of Results

Interpersonal and Communication skills

Specialist Knowledge, Expertise and Self Development

Drive & Commitment to Public Service Values



Trust



Impact



Courage



Independence



People
Focused



Integrity

Selection Process

The selection process will include:

Shortlisting of candidates based on the information provided in their application, assessed against the specified criteria for the role. Candidates shortlisted will be invited to a competency-based interview which will be conducted in person at our Dublin office.

Reasonable Accommodations

Reasonable accommodations will be provided, if required, during the recruitment process. To discuss and request reasonable accommodations in confidence please contact amckiemann@cnam.ie

Coimisiún na Meán is an equal opportunities employer. We welcome applications from candidates with diverse backgrounds and are committed to championing an inclusive and diverse workforce which reflects modern Ireland. We work to create a culture where everyone has equal access to opportunity and feels comfortable to be their authentic selves at work.

Closing Date: 23rd September 2025 at 3pm



Investors in
Diversity

BRONZE

